

VACANCY ANNOUNCEMENT
U.S EMBASSY MASERU
LOCAL GUARD COORDINATOR

The U.S. Embassy Maseru seeks a qualified individual for the position of Local Guard Coordinator.

BASIC FUNCTIONS OF POSITION:

The incumbent is responsible for the first -line management and supervision of the contract local guard personnel resources. As directed by the Regional Security Officer (RSO), the LGC is responsible for development of the Local Guard (LGF) components of the facility defense and reaction plans for the following facilities; U.S. Embassy Maseru Compound and all official USG and leased residences ; for daily management and oversight of the guard personnel and resources; for assisting in coordinating security planning and execution of drills with facility and residential security personnel; assisting with the development of security logistical planning and financial plans; assisting the RSO with guard contract administration, contractor monitoring and performance oversight; and for providing and/or monitoring the local guard training program. Assist the RSO with resource management of local guard budget contract valued at \$2.5 Million annually; coordinating security planning and drills for facilities and residences with host-nation security forces; and assisting the RSO in the development of logistical and financial plans.

MAJOR DUTIES AND RESPONSIBILITIES:

The LGC provides comprehensive management advice to the RSO, on the operational, contractual, and financial aspects of the local guard program under their area of responsibility. The incumbent is a senior member of the Local Guard Force Support Staff (LGFSS) and Surveillance Detection Team and provides supervision of the SD staff in absence of the Surveillance Detection Coordinator (SDC) as required. The incumbent assists the RSO in the formulation of annual local guard (LGF) program budget, provides justification statements, and drafts official cables for RSO/PSO approval; assists with monitoring the LGF portion of budget execution and recommends changes to LGF budget plans and/or programs based on spending patterns, changes to local economic conditions (high inflation, exchange rate fluctuation) affecting price of goods and services, funding level changes, support need changes.

The LGC provides daily oversight of guard performance and provides supervision for guard's at all official facilities, residential properties and mobile patrols, documenting deficiencies and recommending corrective courses of action; creates work schedules; and reviews timesheets for the LGF assigned to official facilities and residences for errors. The incumbent provides oversight of all LGF personnel.

The incumbent will be highly familiar with Diplomatic Security's program guidance (12 FAH 7 and 12 FAH 8), the Departments budget process and allotment tracking tools, local guard contracting, host country labor laws, post labor regulations, procedure regulations and practices, Department of State labor management regulations , and other procedures and policies as directed by DS/IP/OPO/FPD.

In coordination with the Foreign National Service Investigator (FSNI) the incumbent will develop and maintain mid-level contacts with host country security forces, maintains contact with the guard contract management, and develops background material for use of the RSO in conducting security related negotiations and may be called upon at times to act as interpreter during the course of negotiations, where nuance of language meaning is important. The incumbent attends professional meetings and reviews a variety of published materials on security related issues such as books, technical journals, magazines and government reports. The incumbent prepares a broad range of reports on the local security environment, provides professional presentations on security theory and practice, and provides other administrative and operational reports as required.

Security Functions

As the senior LGFSS member responsible for local guard operations at all official facilities and residential properties, the incumbent assists in the development and maintains a comprehensive, complex, and integrated operational, financial, training, communication, and logistical plans for the LGF portion of the Integrated Security Plan (ISP). The LGC is responsible for the development of Facility Deployment Overlay (FDO) each official facility and residence. In addition, is responsible for creation and maintenance of the LGF orders for official facilities, and residences, and ensures that LGF orders and standard operating procedures are consistent with the ISP and that the responsibilities for executing the plan is fully understood by all levels of LGF personnel assigned at official facilities and residences; plans for and conducts tests and drills as directed by the RSO/PSO to ensure normal and emergency LGF operating procedures are properly functioning and makes recommended changes as required.

Makes recommendations affecting the content and character of the LGF program by interviewing prospective candidate's with the local LGF contractor and reviewing employment packages to ensure that all the requirements for LGF qualifications have been met; and ensures that background checks are conducted on prospective LGF personnel, and updates are performed as required, and coordinates these actions with the FSNI and the RSO/PSO.

Is designated a First Responder to emergent situations and is therefore recallable to duty at any time. In addition, personally review all LGF operations at official facilities and residences on a regular basis across the spectrum of their operational hours to ensure that LGF personnel are alert and performing their functions as required by the ISP and LGF orders.

At the direction of the RSO/PSO plans for, coordinates, and arranges host security force response plans and joint exercises (tabletop and actual) for emergent situations.

Maintain inventory of Government Owned Equipment and contractor provided equipment utilized by the LGF program. Establishes reorder points for expendable supply items and schedules for non-expendable supplies, digital cameras and recorders, cellular telephones, radios, vehicles, required office furniture, and training equipment required to support the LGF program. Assists the RSO in the conduct of hands-on biannual inventories of LGF equipment and reports the result to the RSO; maintains these records in accordance to standard records keeping policies. Ensures that all security equipment is operational and develops systems and procedures to coordinate required maintenance.

Ensure that they are familiar with the Mission's Firearms and use of force policy and with host nation weapons laws.

Incumbent verifies, supports, facilitates and conducts training of approximately 117 LGF personnel including orientation to Embassy and description of U.S. Embassy assets to be protected, role of LGF in cases of fire, explosions, bomb search, and building evacuation, chemical and/or biological awareness and countermeasures briefings, ensure required maintenance of explosive detection equipment, familiar in the operation of all explosive detection equipment and, X-ray inspection equipment.

The LGC briefs the RSO/PSO on a regular basis on LGF operations and incidents.

Incumbent drafts official cables for RSO/PSO approval; monitors LGF budget execution and recommends changes to budget plans and/or LGF program based on spending patterns, changes to local economic conditions (high inflation, exchange rate fluctuation) affecting price of goods and services, funding level changes, etc. The LGC maintains contact with posts Financial Management, Human Resource and General Service offices.

QUALIFICATIONS REQUIRED:

1. Education:

Possession of a bachelor's degree in is required. Completion of a University degree in law enforcement, security, or related field or local country equivalency is required. Where substitutions are made, the Senior Regional Security Officer (RSO) at post must concur in such substitution.

2. Prior Work Experience:

Minimum three years of progressively responsible experience in the commercial security guard business, civilian or government police, or military. In addition, a minimum of 1 year supervisory responsibility is required.

3. Post Entry Training: 80 hour Guard Certification Course and 16 annual hours of recertification every year (12 FAH 7 requirements).

4. Language Proficiency:

Level 4/4 (fluent) English is required and a level 3/3 local language is required.

5. Job Knowledge:

A strong knowledge in physical security protection, standard security practices and procedures, developing and deploying of community style policing (mobile patrol) models, creation of defensive security plans, and good working knowledge of standard security equipment and digital cameras is required. Working knowledge of budget formulation and tracking, a thorough knowledge of host country operational environment, language, law and security entities; and historic criminal and terrorist threats and operational tendencies are required. In addition a strong knowledge of the local community and local law enforcement systems and organizations are required.

6. Skills and Abilities:

The work requires keen analytical abilities, originality of ideas, creative solutions, and the exercise of sound, independent judgment; must be able to make independent judgments on institutional capabilities and the adequacy of security systems and controls. The LGC must be able to rapidly assimilate and assess real-time threat information and issue orders for the immediate conduct of defensive operations.

Writing skills encompass critical analysis of defensive LGF operations at official facilities and residences, the preparation of complex reports and plans, preparing written justification statements for the LGF program budgets, drafting requests for additional services and answering questions from DS/IP/OPO/FPD about program performance, funding, or other issues. Must be able to collect and present facts and recommendations in a clear, concise manner.

The incumbent must have strong presentation and public speaking skills to conduct presentations and training with contractors, host-government security officials, and security official of the local American business community, mission management, and other as required in support of the LGF program. Composure and self-control are required in situations of a rude questioning or adversarial situations to secure host government support for post's security, to defend proposed budgets or operational procedures.

In coordination with FSNI, must be able to develop and maintain contacts with mid-level host government security officials.

Must be able to comprehend and present complex detailed financial and related information in a concise and fully professional manner, and maintain effective internal working relations with post's financial office, DS/IP/OPO/FPD, and others as required.

Ability to understand DS and State Department budgeting process and ability to develop LGF budget and communicate requirements to post financial office, DS/IP/OPO/FPD and other Agencies.

In coordination with the LGC must have the ability to coordinate with U.S. Officers and foreign national police on security issues impacting the Embassy and its constituent Posts.

Ability to understand U.S. Government contracting process, also to include oversight of the LGF contract through formal training, informal training, and firsthand experience.

Must possess strong skills in Department productivity software to create professional reports and memorandum, spreadsheets and presentations, and be able to communicate clearly through email.

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

SELECTION CRITERIA:

When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY:

Interested candidates must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. All forms are available from the Embassy Human Resources Office.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office
P.O. Box 333,
Maseru. 100.
Tel: 22-312-666
Fax: 22-310-116
E-mail: infomaseru@state.gov

SALARY SCALE: M146, 969 – M235, 156

OPENING DATE: June 12, 2015

CLOSING DATE FOR THIS POSITION: June 26, 2015

Only short-listed candidates will be contacted.

POINT OF CONTACT:

HR Assistant
Telephone: 22-312-666 (ext. 4160)
FAX: 22-310-116